



Republic of the Philippines

Province of Pampanga

City of San Fernando

Office of the Bids and Awards Committee

# REQUEST FOR QUOTATION

(FM-CSFP-CGSO-39; Revision No.03; 04/01/2022)



Project Title : **Supply and Delivery of Tokens for the Annual Assessment and General Assembly of the Offices of the City Vice Mayor and Sangguniang Panlungsod on December 2024 in the City of San Fernando, Pampanga**

Location of the Project : **Office of the City Vice- Mayor**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

Date : **Oct 29, 2024**

PR No. : **2024-10-02027**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, November 5, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by: **Paolo Cesar E. Areola**

Approved by: **Engr. Michael N. Quizon, Jr.**  
BAC Chairperson

- NOTE:
1. ALL ENTRIES MUST BE READABLE
  2. DELIVERY PERIOD WITHIN \_\_\_\_\_ CALENDAR DAYS
  3. WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY
  4. PRICE VALIDITY SHALL BE FOR A PERIOD OF \_\_\_\_\_ CALENDAR DAYS

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
1	200	pack(s)	Tokens --Pastillas --yemas --Tarts --Rice Cake			
<b>Total Amount:</b>						

After having carefully read and accepted your General Conditions, I quote you on the item at prices noted above.

\_\_\_\_\_  
Printed Name/ Signature

\_\_\_\_\_  
Tel No./ Cellphone No.

\_\_\_\_\_  
Date

## TERMS OF REFERENCE

### SUPPLY AND DELIVERY OF TOKENS TO BE SERVED FOR THE ANNUAL ASSESSMENT OF THE OFFICES OF THE CITY VICE MAYOR AND SANGGUNIANG PANLUNGSOD ON DECEMBER 2024 IN THE CITY OF SAN FERNANDO, PAMPANGA

#### I. BACKGROUND

The office of the City Vice Mayor and the Office of the Sangguniang Panlungsod aims to provide the excellent service to the Fernandinos through effective and timely legislations. To ensure this vision the collaborative effort of both offices together with its personnel is vital. Thus the assessment was done annually to enhance social relations among personnel and redefine each member roles.

#### II. BUDGETARY REQUIREMENT

QTY	UNIT	PARTICULARS	UNIT COST	AMOUNT
200	PACKS	Tokens -Pastillas -Yemas -Tarts -Rice Cake	P 750.00	P150,000
<b>Total</b>				<b>P 150,000</b>

#### III. OBJECTIVE

1. To analyze the performance of the Sanggunian for the year 2024.
2. To identify the strengths and weakness of the present legislative body and its outputs.
3. To establish rapport for the new SP members and staff with the old ones.
4. To identify and internalize the organizations opportunities for development and growth for the term 2022-2025.

#### IV. SCOPE OF SERVICES

1. The City Government of San Fernando shall engage to the services of a supplier for the provision of Tokens to be used during the annual assessment meetings throughout the year.
2. If the procurement process reaches the ensuing year, observe that the allowed delivery is only up to what is stipulated in the contract.
3. All Tokens must be in a clean, presentable and sealed containers.

#### V. DELIVERY BY PROVIDER AND THE CITY GOVERNMENT

1. The deliverables of the supplier/ contractor shall be as follows:
  - Provide the items being required by the contractor
  - Assign a representative who will coordinate and comply with all the documentary requirements of the project such as signing of contract, notice to proceed and other pertinent documents
  - Send picture of delivery meals to City Services Office (CGSO) storage division
2. The deliverable of the city Government shall be:
  - Serve as the Secretariat
  - Provide payment upon the completion of the service and appropriate billing documents


Prepared and submitted by:

  
Janet Afosado  
Administrative Aide IV

Checked by:

  
Carmelisa T. Santiago  
Executive assistant I

Noted by:

  
~~Hon. Benedict Jasper Simon Lagman~~  
City Vice Mayor

CONFORME:
_____
Signature over Printed Name
_____
Date

*Note: This TOR shall form part of the Contract and should be strictly followed by both parties otherwise, the implementation of the project/program might be affected as well as the performance of the supplier/contractor.*